



**Australian
College**
of Commerce & Management
RTO ID: 1441

CALL ACCM NOW

1300 515 321

Certificate III in Legal Services

BSB30320

Start your staffs' Legal Administrative career and work towards their role as a Legal Secretary

the
ACCM
difference

ACCM College's online program reflects over 25 years of meeting our employers' needs.

- **No extra fees!** All services included in the enrolment fee.
- **Maximum flexibility** - No set study times or off-site training, set weekly training commitments around your daily operations.
- **Suitable for full time or part time employees.**
- **All materials online** - designed to suit a wide range of learning styles. Available 24/7 via computer, tablet or mobile phone.
- **Proactive Student Advisers** - helping to drive progress.
- **Coaching and ongoing support** is part of our service.
- **Real time progress visibility** - check your staff's progress, timetable and results 24/7 via our online Employer Dashboard.

www.accm.edu.au

Foundation Skills

- Effective workplace communication
- Writing professional business letters
- Strong customer service skills
- Word processing and business software

Specialty Skills

- Searching public records effectively
- Working in the legal industry
- Safeguarding client legal information
- Collecting and recording legal data
- Organising workplace schedules



To see enrolment fees for your region, please click or scan the QR code

courses@accm.edu.au

CERTIFICATE III IN LEGAL SERVICES

BSB30320

COURSE DESCRIPTION:

The BSB30320 Certificate III in Legal Services is the ideal course to kick start your staff's Legal Administration career towards a Legal Secretary role. This qualification provides an essential background into how the legal sector operates and ensures your staff are aware of the full range of etiquette and legal terminology needed to carry out legal administration tasks.

SUBJECT	UNIT	CODE	DURATION (weeks)
Professional Conduct in Legal Services	• Protect information in a legal services environment	BSBLEG314	8
	• Organise schedules	BSBOPS303	
Key Communication Skills for Legal Services	• Engage in workplace communication	BSBXCM301	9
	• Work in a legal services environment	BSBLEG311	
	• Use inclusive work practices	BSBTWK301	
Legal Documents and Searches	• Carry out search of the public record	BSBLEG312	6
	• Use business software applications	BSBTEC201	
	• Collect and record data	BSBDAT201	
Organise Personal Work Priorities	• Organise personal work priorities	BSBPEF301	3
Engage with Customers	• Deliver and monitor a service to customers	BSBOPS304	5
Being Safe at Work	• Contribute to the health and safety of self and others	BSBWHS211	4
Practical Word Processing	• Design and produce business documents	BSBTEC301	5
Write Business Letters	• Write simple documents	BSBWRT311	8

If you would like to discuss additional electives, please contact us.